

FACULTY SENATE GOVERNANCE COMMITTEE

Resolution on Guidelines and Procedures for Faculty Searches

WHEREAS faculty searches are routinely conducted throughout the campus and are governed by guidelines, procedures, and policies available in the *Employee Handbook* and/or operating papers of the units;

WHEREAS several units do not have detailed guidelines and procedures on appointing faculty search committees and conducting searches;

WHEREAS SIUC invests a significant amount of time and resources conducting searches in an attempt to hire new faculty who have high potential of succeeding at SIUC;

WHEREAS SIUC recognizes that faculty members in their respective areas of specialization play a key role in identifying and hiring most qualified and suitable candidates;

THEREFORE BE IT RESOLVED that Faculty Senate requests the Provost and Vice Chancellor to (1) ensure that each academic unit has guidelines and procedures to appoint search committees and conduct faculty searches; and (2) instruct the academic units to examine their operating papers to determine whether the current guidelines and procedures regarding faculty searches are adequate, and to revise if necessary. The attached guidelines and procedures for faculty searches should be considered a model.

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Guidelines and Procedures for Faculty Searches

This document provides general guidelines and procedures for selecting search committee members, interviewing candidates, and hiring faculty members. The procedures outlined in this document are not intended to supersede SIUC's existing policies and procedures but are developed to complement them.

Faculty Search Committees

The search/screening committee (committee) is an essential component for the recruitment and hiring of faculty members. The committee plays an extremely important role in identifying qualified candidates, interviewing them, and ensuring that the most suitable candidates are hired. Therefore, utmost care must be taken in appointing the search committees. The following guidelines/procedures should be followed.

- (1) The faculty search committee should consist of department faculty who are qualified to judge the credentials of the applicants, i.e., the search committee members should have experience and expertise in the area/s of specialization advertised. If there are multiple areas of specialization being considered or advertised, the search committee should consist of at least one faculty from each area advertised, if possible.
- (2) In order to emphasize diversity, SIUC procedures state that "the effort should be made to include female and minority representation on the search committee." Therefore, every effort should be made to include female and minority faculty who have experience and expertise in the areas of specialization being considered or advertised. If qualified female and minority faculty having expertise in the areas of specialization are not available in the department, it is acceptable to select the committee members from outside the department. However, the role of these members is limited to assuring that proper procedures are followed and appropriate consideration is given to every minority and underrepresented candidate. They should not provide opinions or vote on the technical qualifications and acceptability of candidates.
- (3) The formation of the search committee should be approved by at least 2/3rd of the department faculty.

Search Procedure

- (1) The position description should be developed by the search/screening committee and approved by at least 2/3rd of the department Voting Faculty before submitting it for approval of upper administration.
- (2) After careful review of all applications, the search committee should recommend a reasonable pool of candidates to the Voting Faculty of the unit/department for approval. The Voting Faculty of the department should approve the list of candidates by a majority vote before requesting permission to interview the candidates from the administration.
- (3) Because the faculty search committee is expected to have experts in the areas of specialization advertised, it should play an active role during the interview process, e.g., meeting with each candidate separately.

- (5) After completion of the interview process, the search committee should obtain the input from the department faculty, students, and staff. The search committee should also take a vote from the Voting Faculty of the department on whether or not each candidate is acceptable for hiring.
- (6) The search committee, in consultation with the Chair, should rank the candidates who are considered acceptable by at least 2/3rd of the department Voting Faculty.
- (7) The final list of candidates with their ranking should be forwarded to the upper administration for approval to make an offer. The highest ranked candidate who accepts the offer should be hired.